

*(Approved for Release)*

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*INSS*

DDA 87-2188  
16 October 1987

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 16 October 1987

25X1 1. The Office of Personnel (OP) reports that twice as many minority, full-time employees- [redacted] joined the Agency in 1987 than in 1986. To continue our success in this area, during 6-8 October OP hosted minority student coordinators from 39 colleges and universities at a seminar to discuss CIA, career opportunities, and hiring qualifications. All appeared to appreciate the program and to be willing to work closely with us to identify qualified minority students for Agency careers.

2. The Human Resource Modernization and Compensation Task Force last week reviewed responses from Agency employees and managers to the Task Force's recommendations on changes to our personnel system. The Task Force is incorporating employee suggestions to a revised proposal, which it will present to the Executive Committee for consideration in early November.

3. On 6 October the Director of the Office of Information Technology (OIT) presided over the inaugural meeting of the OIT Industrial Advisory Board (IAB), which consists of senior technical managers from major private firms like TRW, Martin Marietta and Wang. The IAB provided OIT personnel constructive suggestions regarding strategies for managing computer and communications equipment in the Agency, both now and for the future.

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[redacted]

S E C R E T

25X1



William F. Donnelly d

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✓ NIBPD	none
✓ FMD	none
✓ PYPD	none
✓ SS	none
✓ PMS	none
✓ PPTS	none
✓ BTF	none
✓ IMSS	none
✓ RECD	yes
✓ PD	?
✓ SD	yes

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S E C R E T

15 October 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray  
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for  
the Period Ending 13 October 1987 [ ]1. Events of Major Interest That Have Occurred During the  
Preceding Week:

a. OL reports that on 9 October, steam heat was turned on in the New Headquarters Building. The first area to be heated was the ground floor of the North Tower which is served by the mechanical room in that area. Starting 13 October, steam will be introduced into the North Penthouse mechanical room which serves the rest of the North Tower. [ ]

b. On 15 October, OL reports that construction traffic on the Headquarters Compound will be diverted from the construction entrance to the Turkey Run Access Road employee entrance. This measure will be in effect for approximately three days while the Bid Package 2 contractor trenches and installs conduit across the roadway leading to the construction entrance. Headquarters Security Division, Office of Security, will keep the Turkey Run Gate open all day to accommodate this activity. There should be minimal impact on employee traffic. This activity is necessary so that the proper utility services may be installed at the construction gate which will ultimately become the employee gate after construction is complete. [ ]

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k. The Office of Logistics awarded a [ ] firm, fixed-price contract to the Richards Corporation of McLean, Virginia, on 30 September to provide the National Photographic Interpretation Center with high intensity fixed optics light tables and light table mensuration systems. Final delivery is scheduled on or before 2 September 1988. [ ]

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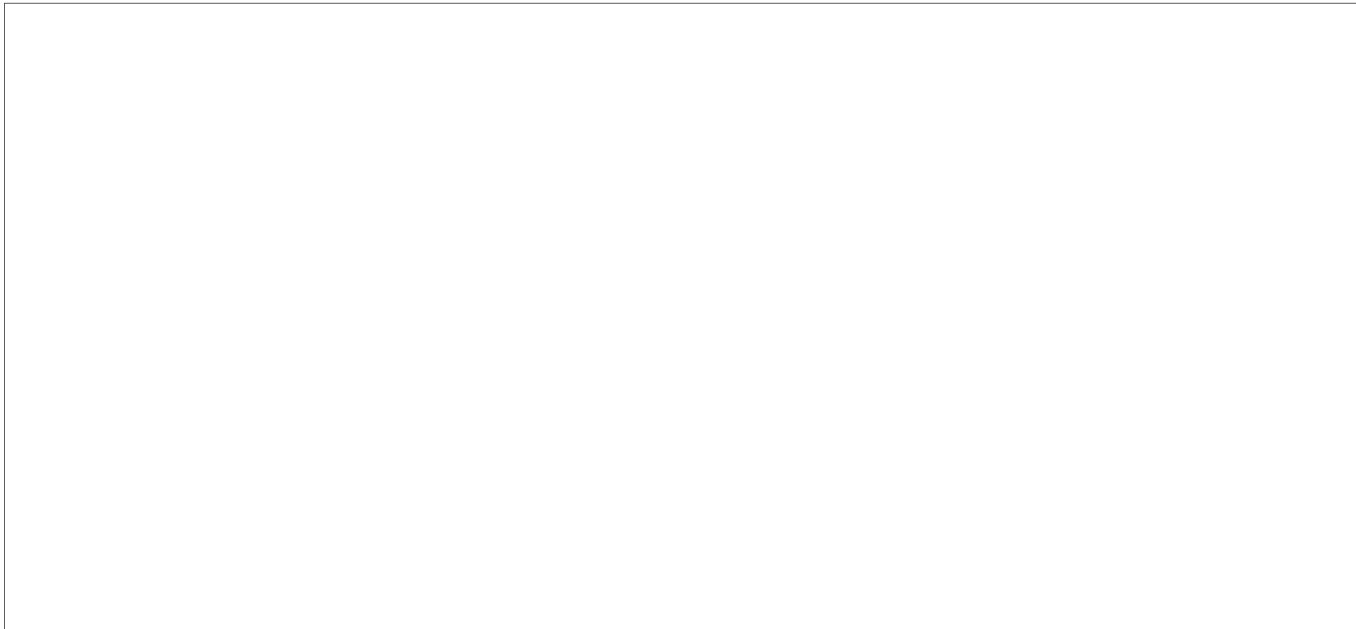
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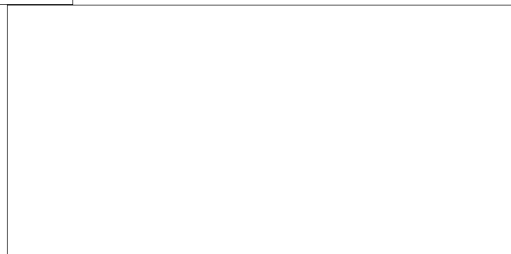
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b. The Director and Deputy Director of Logistics, the Executive Officer, and all OL division and staff chiefs will attend the OL Planning Conference on 21 and 22 October at an off-site facility. [redacted] will be the Acting Director of Logistics during this period.

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S E C R E T

## OL/NBPO WEEKLY REPORT - PERIOD ENDING 14 OCTOBER 1987

## 1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None.

## 2. Major Events that Have Occurred During the Preceding Week:

a. On 7 October, <sup>area</sup>~~1987~~, the Bid Package 2 contractor completed backfilling the excavation holding the two uninterruptible chilled water system tanks.  No problems have been encountered.

b. On 7 October 1987, the Bid Package 2 contractor began cleaning the interior of the glass windows on the second floor of the North Tower. This activity started one day in advance of the start of installation of window blinds in the New Headquarters Building. At the present time, blinds are in place in selected areas of the second and third floors of the North Tower.

c. On 9 October 1987, the New Building Project Office, OL; Facilities Management Division (FMD), OL; General Services Administration; and Centex representatives met to formulate a plan to allow Centex to finish the new South Loading Dock with a minimum of impact on FMD's Mail and Courier operations. A plan was developed in which Centex would move the existing temporary wooden dock on 13 October, grade the area to its new elevations, and put the wooden dock back in place on 16 October. Mail and Courier would shift operations to the North Dock during this time period. The dock was moved on 13 October and the area is currently being regraded.

d. On 13 October 1987, the Virginia Department of Transportation (VDOT) project manager and a landscape representative from VDOT met with Messrs. Shortley and Hasty, residents of the Evermay Community, to review the landscape plans for the area adjacent to the Evermay Community. Several months ago, Messrs. Shortley and Hasty expressed concern with the amount of vegetation that would be planted in the buffer area between their homes in Evermay and Route 193. The meeting afforded Messrs. Hasty and Shortley the opportunity to comment on the landscape plans prior to planting.

<sup>OL reports that</sup>  
On 9 October ~~1987~~, steam heat was turned on in the New Headquarters Building. The first area to be heated was the ground floor of the North Tower which is served from the mechanical room on the ground floor of the North Tower. Starting 13 October, steam will be introduced into the north penthouse mechanical room. This mechanical room serves the rest of the North Tower. This action was coordinated with the Facilities Management Division, OL.

may be initiated  
the third floor of the  
North Tower. on the HQ compound

5  
(SN)  
NO  
STAT  
f. On 13 October 1987, the New Building Project Office, OL, advised the Office of Information Technology and Facilities Management Division, OL, that ~~based on the status of construction, they may have access to the third floor of the North Tower for the purpose of installing~~ cabling for secure and non-secure telephones. [redacted]

OL reports that  
1- On 15 October, 1987, construction traffic <sup>was</sup> ~~will be~~ diverted from the construction entrance to the Turkey Run Access Road employee entrance. This measure will be in effect for approximately three days while the Bid Package 2 contractor trenches and installs conduits across the roadway leading to the construction entrance. Headquarters Security Division will keep the Turkey Run gate open all day to accommodate this activity. Since most construction workers are in by 0700 hours and leave by 1530 hours, there should be minimal impact on employee traffic. This activity is necessary so that the proper utility services can be installed at the construction gate which will ultimately become the employee gate after construction is complete. [redacted]

(SN)  
NO  
STAT  
h. On 12 October 1987, the Bid Package 2 contractor began painting the accent colors on the core areas of the second and third floors of the North Tower of the New Headquarters Building. These pastel colors are a contrast to the off-white color of the majority of the building. [redacted]

### 3. Upcoming Events:

PLA machine  
in rpt. to  
DDA with  
results.

### 4. Management Activities and Concerns:

NO Chief, New Building Project Office, OL, will be on leave from 19-30 October 1987.

[redacted]  
Chief, New Building Project Office

D/OL  
C/FMD/OL

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PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
07 October 1987 - 13 October 1987


I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

NO  
A. The web tinting investigation has been temporarily suspended while further study continues into other aspects of bindery automation. The Norwegian inventor of the GP Spot Tinter is currently in the U.S., and wanted to meet with representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) who would be directly involved in the installation and operation of the tinter. It was decided that such a meeting was premature at this point since tinting is part of a total project for producing completed publications off the web press. Further investigation into other aspects of the project is necessary before decisions about purchase and installation are warranted. 

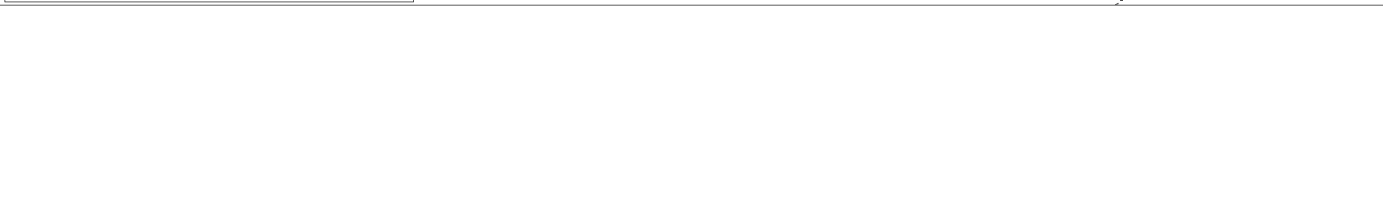
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NO  
B. Xerox demonstrated their Ventura desktop publishing software on Wednesday, 7 October 1987 at their Rosslyn, Virginia facility to several representatives of the Directorate of Intelligence Desktop Publishing Taskforce including a representative of the Office of Logistics, Printing and Photography Division. Although many desktop publishing software packages are available on the market today, Ventura is considered by many to be the most functional package, and it is quickly becoming very popular in the business community. 

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NO

E. The Office of Logistics, ~~Printing and Photography Division~~  
~~(OL/P&PD)~~ expended ~~a great deal of resources this week~~ in video  
production support. ~~A total of 66 man-hours were required to~~  
~~support~~ the Office of Scientific and Weapons Research (OSWR) Space  
TEBAC Conference which was held in the Headquarters Auditorium. ~~It~~  
~~is expected that there will be a great deal of post-production~~  
~~editing required for this task.~~ In addition to this project, 21  
man-hours of post-production editing were performed for the Agency's  
40th Anniversary Celebration, which was videotaped by P&PD on 30  
September.

III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

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S E C R E T

Notes Not Used in Weekly:

25X1 A. On Tuesday, 6 October, [ ] CLAS, chaired  
a meeting to discuss ICS data elements and to establish needs  
as related to critical and nice-to-have when we transfer to the  
new CLAS. In attendance were members of Data Control Branch,  
Supply Management Branch, and CLAS. [ ]

NO  
25X1  
25X1 [ ]  
25X1 B. Supply Management Branch (SMB) would like to welcome  
[ ] to Central Control and Expedite Section and bid  
farewell to [ ] who has been reassigned to Building  
Services Branch, Facilities Management Division. SMB wishes  
her well in her new assignment. [ ]

C. DCB Negative

S E C R E T

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C O N F I D E N T I A L  
PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 13 October 1987

1. Status of Tasks Assigned by Senior Management:

a. Director of Central Intelligence (DCI)/Directorate Level Unsolicited Proposal:

NO  
25X1  
The Office of Information Technology has informed the Chief, Procurement Management Staff (OL/PMS) that, on behalf of the Office of Research and Development (ORD), it wishes to extend the evaluation period for an unsolicited proposal internally submitted to the DCI which is currently being handled by OL/PMS.

b. Management by Objectives (MBOs) for Fiscal Year (FY) 1988:

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NO  
(1) All FY 1988 MBOs, along with initiatives for FY 1990/1991, were submitted as scheduled during the past week.

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(2) All FY 1987 MBOs were completed. These successful achievements were the subject of a review with the Procurement Executive.

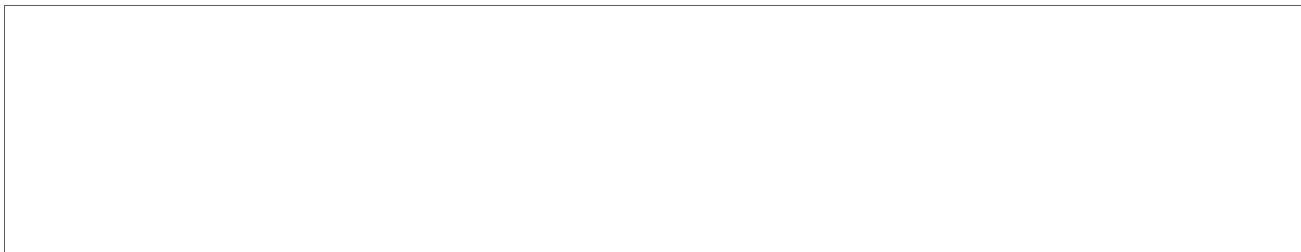
2. Major Events That Have Occurred During the Preceding Week:

a. Form 1218:

25X1  
SN  
NO  
A workshop on the implementation of the new Form 1218, Contract Data Summary and Routing Sheet, was held on 9 October. Building ~~and was~~ followed by a 1-hour informal gathering. Copies of the new form were distributed to all contract teams. In addition, a glossary and instructions were provided to accommodate the changes for the Wang system. The new Form 1218 is being used by all teams effective the beginning of FY 1988. Changes made to the Business Justification procedures, as well as changes to the form itself, were reviewed. Procurement Note 108 will be revised, incorporating changes discussed at the briefing, and will be issued in final form during the month of October.

SUBJECT: OL/PMS Weekly Report for 13 October 1987

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c. CONIF Activity:

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(1) CONIF input 24 contracts and 138 amendments during this reporting period. [redacted] FY 1987 Agency

produced

OL reports that

(2) ~~CONIF completed those FY 1987 actions that had not been received for input prior to 3 October.~~ Preliminary statistics have been ~~were run for contract team activity for FY 1987, as well as for the number of requests received in September, the last month of the fiscal year~~ [redacted]

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25X1



d. CALS Conference

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[redacted] Information and Management Support Staff, attended a jointly sponsored Department of Defense (DOD)/National Bureau of Standards (NBS) conference on the new Computer-Aided Acquisition and Logistics Support Program (CALS) underway in DOD. The purpose of CALS is to convert all information for acquisitions of weapons and support systems to electronic form throughout the entire life cycles of the acquisitions, thereby making them "paperless" processes. The Departments of the Air Force, Army, and Navy and the Defense Logistics Agency, in concert with NBS and industry, are each developing selected applications for testing the concept. [redacted]

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e. Possible Expert System Development for Procurement:

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[redacted] ORD, visited personnel on the Directorate of Intelligence Contract Team to discuss possible application of expert system methods to generation of contract documents. (This visit was similar to the one reported last week regarding payments and small purchases.) Contract generation is a suitable candidate for expert system. After a visit to one more operational topic area, a recommendation will be made to OL and ORD management for FY 1988 development of an expert system. [redacted]

25X1

C O N F I D E N T I A L

SUBJECT: OL/PMS Weekly Report for 13 October 1987

f. Training:

25X1

NO

g. Agency Contract Review Board (ACRB) Activity:

25X1

There was no meeting of the ACRB during this last reporting period. The next scheduled session of the ACRB will be held on 3 November.

3. Upcoming Events:

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OL/PMS will continue its position of keeping senior management apprised of significant upcoming events as they are scheduled.

4. Management Activities and Concerns:

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The Chief, PMS/OL will visit with Office of General Counsel representatives from the National Security Agency at the request of the Logistics and Procurement Law Division, Office of General Counsel. The visit will focus on a discussion of FOCI matters.

↓  
P.E. —  
Should be there too.

25X1

C O N F I D E N T I A L

## OL/FMD WEEKLY REPORT

PERIOD ENDING 14 OCTOBER 1987

## 1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

a. None

## 2. Major Events that Have Occurred During the Preceding Week:

a. Escort Problems: Allied's daily escort requirement is 47 during the day and 34 at night. During this reporting period, Allied received the following number of escorts:

Date	Day	Short	Night	Short
10/2/87	13	-34	18	-16
10/5/87	11	-36	18	-16
10/6/87	12	-35	22	-12
10/7/87	12	-35	18	-16
10/8/87	12	-35	22	-12

*ask if this has been discussed with C/SS.*  
*John*

b. A quick start memo was sent to Allied on 8 October 1987 to remove or encapsulate asbestos in three areas in the Kitchen Fan Room. A completion date of 4 November is expected.

c. On 9 October, ~~the Architectural Design Branch, FMD,~~ completed design drawings for the installation of a new door and a bulletproof sliding window at the Route 123 Visitor Control Center. The new door will replace some windows at the rear of the structure so that the VCC will have an emergency exist inside the compound security fence. The window will make the transfer of papers and visitor badges from the guards to visiting vehicles a safer procedure.

d. On 6 October, the Architectural Design Branch, FMD, completed a survey and estimate for the installation of an 8 foot chain link and barbed wire security fence around the Scattergood Thorne property.

e. Engineering Branch reviewed the performance of the Uninterruptible Power System (UPS) during the momentary power outage which was caused by Virginia Power last week. All the UPS systems functioned properly. Critical loads were backed up immediately with no adverse effects on Agency essential operations.

CONFIDENTIAL

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f. Building Services Branch provided support in the setting up for the Federal Women's Program on 14 October for their symposium on career issues and strategies. [redacted]

25X1  
NO  
FBI  
10/13/87  
WEEK  
DOE  
g. ~~On 9 October, the Chief, Mail and Courier Branch,~~ received notification from the New Building Project Office that the access road to the South Loading Dock will be temporarily closed to vehicular traffic during the week of 12 October. Centex Construction plans to excavate and grate the area. The suspension of vehicles onto this roadway will cause all incoming and outgoing courier runs to be rerouted through the North Loading Dock. A notice has already been forwarded to Agency registries informing them of anticipated delays in courier service. Due to the extra time required to load and unload vehicles, some buildings will receive two courier runs per days instead of the normal three. [redacted]

25X1  
NO  
3. Upcoming Events:

[redacted]

X208057

4. Management Activities and Concerns:

25X1  
NO  
a. Personnel

New	-	[redacted]	- Adm Serv Asst	10/13/87
	-		- BSB	10/13/87
Depart	-	[redacted]	M&CB	10/9/87

25X1  
[redacted]  
Facilities Management Division

## WEEKLY REPORT FOR PROCUREMENT DIVISION

FOR PERIOD ENDING

13 October 1987

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

SN  
NO

a. Procurement Division, Office of Logistics, negotiated a Firm Fixed Price purchase order on behalf of the Office of Training and Education/Leadership Development Division with Creative Approaches Unlimited. This order, which is subject to the availability of FY 88 Funds, will be in the amount of [ ] and will provide four runnings of a 2-day course entitled "Effective Management of Groups". [ ]

STAT  
STAT

YES

b. ~~Procurement Division~~, Office of Logistics, awarded a Firm Fixed Price contract to The Richards Corporation of McLean, Virginia, on 30 September, 1987. ~~The contract provides~~ the National Photographic Interpretation Center with High Intensity Fixed Optics (HFO) Light Tables and Light Table Mensuration Systems (LTMS). Final delivery is scheduled for completion on or before 2 September 1988. [ ]

STAT

U N C L A S S I F I E D


3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

STAT



INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 13 OCTOBER 1987

1. Progress Report on Tasks Assigned by the DCI/DDCI:
2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

NO  
STAT (1) FCS (Field Computer System). On 9 October, representatives of IMSS/TG met with their counterparts from the General Electric LADS-III (Logistics Automated Data System) Conversion Team to discuss the status of the remaining corrections to system bugs. GE plans to have these problems corrected during the week of 12 October. GE has also submitted their proposal for the addendum to the FCS software. TG has provided the information to the contracting officer for negotiation. [redacted]

B. CLAS

NO  
STAT (1) The CLAS Supply Team met with representatives from Supply Management Branch and Data Control Branch to review and evaluate data elements presently used in the ICS suspense, inventory, and stack number files. This review was to identify those critical data elements that must be accommodated in the Cullinet software packages before a production database can be established. [redacted]

NO  
STAT (2) The CLAS Procurement and Supply Teams are in the process of collecting unclassified examples of requests and procurements from various sources that will be used as test cases for the 1.2 prototyping effort. These cases will be used as benchmarks to determine if all needed functionality is available in the packages or provided a check list for modifications to the Cullinet software packages. [redacted]  
R)

C. REGULATIONS

NO (1) The following regulations originated in OL were submitted for publication:  
[redacted]

ADMINISTRATIVE - INTERNAL USE ONLY

INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 13 OCTOBER 1987

(2) The following regulation originating outside OL  
was coordinated and approved:

STAT

STAT

3. Significant Events Anticipated During the Coming Week

4. Perspective of Staff Activities

STAT